## RECORDS RETENTION SCHEDULE

# STATE OF COI CTICUT Connecticut State Library 231 Capitol Ave., Hartford, CT 06106

(1) PAGE: 1 OF 13

## PUBLIC RECORDS ADMINISTRATION

| (3) NAME OF AGENCY  DEPARTMENT OF ENVIRONMENTAL PROTECTION   |                         |   |  | (4) NAME OF DIVISION                    |  | 2-7-94        |  |
|--|-------------------------|---|--|---|--|---------------|--|
|  |                         |   |  |   |  |               |  |
|  |                         | ☐ OF ENVIRONMENTA   | AL PROTECTION  (If revised, enter previous retention schedule no. here).   |   | RING AND ENFORCE   | MENT DIVISION |  |
| (5) ("X" One) ☑ ORIGINAL (If revised, enter previous retention schedule no. here).  SCHEDULE □ REVISED |                         |   | (6) RETENTION SCHEDULE NUMBER  94-2-3  |   |  |               |  |
|  |                         |   | APPF   | ROVED RETENTION                         | (11) LEGAL REQUIREMENTS  |               |  |
| 7) ITEM#   | (8)                     | DESCRIP   | TIVE TITLE OF RECORD   | (9) OFFICE                              | (10) RECORDS CENTER  |               |  |
| 1.   | Solid<br>sites<br>alpha | Waste (non-hazardous wa<br>or persons) (arranged first  | overy Act (RCRA) Hazardous Waste and ste) Files (i.e. files relating to specific alphabetically by town name, then name within each town, and then in the h site/company).   |   |  |               |  |
|  | a.                      |   | ains correspondence generated and/or<br>nent pertaining to the specific RCRA or<br>son.  | 15 Years                                |  |               |  |
|  | b.                      | inspections conducted<br>RCRA or Solid Waste la<br>for a site i.e. types of<br>wastes generated, desc | ports and memos documenting<br>to evaluate the site's compliance with<br>tws. Also contains historical information<br>of chemicals used, types and volumes of<br>criptions of processes/operations, waste<br>criptions of site contamination issues. | Permanent/Archival                      |  |               |  |
|  |                         |   |  |   |  | -             |  |
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|  | -                       |   |  |   | and the second s |               |  |
| 2) AGENCY  | APPROVAL                |   | Victoria 1. Dentural 2/7/94  | AFPROVED (Public Records Administration | Winie & B But Water State And in   | PARTE 2/23/94 |  |

# STATE OF CONNECTICUT Connecticut Star Library 231 Capitol Ave., Har d, CT 06106

(1) PAGE: 2 OF 13

## PUBLIC RECORDS ADMINISTRATION

(2) DATE 2-7-94

| (3) NAME OF   | (3) NAME OF AGENCY   |   |   |  |  | (4) NAME OF DIVISION                                  |                |        |                         |  |
|---------------|--|---|---|--|--|---|----------------|--------|-------------------------|--|
| DEPART        | MENT OF E  | NVIRONMENTA   | L'PROTECTION  | 4  | WASTE ENGINEERING AND ENFORCEMENT DIVISION |   |                |        |                         |  |
| (5) ("X" One) |  | ORIGINAL  | (If revised, enter previous ret   | ention schedule no, here).   | (6) RETENTION SCHEDULE NUMBER              |   |                |        |                         |  |
| SCHEDULI      | Ε [  | REVISED   |   | 1  | 94-  | 2-3   |                |        |                         |  |
|               |  |   | . 1   | in the second  |  | 34  | OVED RETENTION | NC     | (11) LEGAL REQUIREMENTS |  |
| (7) ITEM#     | (8)  | DESCRIPTI   | VE TITLE OF RECORD  | . The Market day   | (9)  | OFFICE  | (10) RECORDS   | CENTER |                         |  |
|               | and r<br>Solid<br>ii. Manif<br>A ma<br>from<br>hazar<br>If info<br>a wai | ns: unilateral order<br>eferrals to the Attor<br>and Hazardous Was<br>est Warning Letters<br>nifest is a shipping<br>its point of generati<br>dous waste treatme<br>ormation on a manif | paper used to track<br>ion to its ultimate fient, storage, or dispersive to properly contents to properly contents to properly contents to properly | nal destination at a<br>losal facility (TSDF).<br>Impleted, DEP issues | submitte                                   | s after<br>d manifest<br>ed, 5 years if<br>d manifest |                |        |                         |  |

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SIGNATURE AGENCY RIYLO Victoria Wenturt 2/7/94

APPROVED (Public Records Administrator)
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2/23/94 2/22/94

## RECORD ETENTION SCHEDULE

# STATE OF CONNECTICUT Connecticut S Library 231 Capitol Ave., Hartford, CT 06106

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| 111  | PAGE: | 3 | OF | 13 |
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## PUBLIC RECORDS ADMINISTRATION

(2) DATE 2-7-94

| (3) NAME OI             | 3) NAME OF AGENCY |                        |                     |   |   | (4) NAME OF DIVISION                  |                     |                         |  |
|-------------------------|-------------------|------------------------|---------------------|---|---|---------------------------------------|---------------------|-------------------------|--|
| DEPART                  | TMEN              | T OF E                 | NVIRONMENTA         | AL PROTECTION   |   | WASTE ENGIN                           | EERING AND ENFOR    | CEMENT DIVISION         |  |
| (5) ("X" One<br>SCHEDUL |                   |                        | ORIGINAL<br>REVISED | (If revised, enter previous rete  | ntion schedule no. here).               | (6) RETENTION SCHEDULE NUMBER  94-2-3 |                     |                         |  |
|                         |                   |                        |                     |   | 0                                       | AF                                    | PROVED RETENTION    | (11) LEGAL REQUIREMENTS |  |
| (7) ITEM#               | (8)               |                        | DESCRIP             | TIVE TITLE OF RECORD  |   | (9) OFFICE                            | (10) RECORDS CENTER |                         |  |
|                         | d.                | materials, as follows: |                     |   |   |                                       |                     |                         |  |
|                         | 9                 | i.                     | Permit application  | ons - RCRA Part A an  | d Section 22a-454.                      | Permanent                             |                     |                         |  |
|                         |                   | ii.                    |                     | rmits and Application<br>here hearing has beer                          |   | Permanent                             | 8                   |                         |  |
|                         |                   | iii.                   | Expired RCRA P      | art B Permits and Ap  | plications.                             | Permanent                             |                     |                         |  |
|                         |                   | iv.                    | Expired Section     | 22a-454 Permits.  |   | Permanent                             |                     |                         |  |
|                         |                   | v.                     | applications (wi    | A Part B and Section<br>th the exception of the<br>ermit which is to be |   | 30 days after withdrawal              | 10                  |                         |  |
|                         |                   | vi.                    | Denial of RCR       | A Part B and Section  | 22a-454 Permits.                        | Permanent                             |                     |                         |  |
|                         |                   |                        |                     | 36  |   |                                       |                     |                         |  |
|                         |                   |                        |                     |   |   |                                       | ,                   |                         |  |
|                         |                   |                        |                     |   |   | 3. ;                                  |                     |                         |  |
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| AGENCY APPROV           | /AL               | and the second second  | Si                  | SNATURE AGENCY RULLO  | APPR                                    | OVED (Public Records Administrator)   | 2 b But             | DATE 2/23/64            |  |

2) AGENCY APPROVAL
APPROVED
DISAPPROVED

SIGNATURE AGENCY PUTCO 2/7/94

APPROVED (Public Records Administrator)

Merry Some State Auch was

DATE 2/23/94

## RETENTION SCHEDULE

## STATE OF CONNECTICUT Connecticu ate Library 231 Capitol Ave., Hartford, CT 06106

(1) PAGE: 4 OF

### PUBLIC RECORDS ADMINISTRATION

| (3) NAME OF               | NAME OF AGENCY |  |  |                                      | (4) NAME OF DIVISION                       |                        |  |  |
|---------------------------|----------------|--|--|--------------------------------------|--|------------------------|--|--|
| DEPART                    | MENT           | T OF ENVIRONMEN                        | TAL PROTECTION   | WASTE ENGI                           | WASTE ENGINEERING AND ENFORCEMENT DIVISION |                        |  |  |
| (5) ("X" One)<br>SCHEDULE |                | ☐ ORIGINAL<br>☐ REVISED                | (If revised, enter previous retention schedule no, here).                          | (6) RETENTION SCHEDULE 94-2-3        | *  |                        |  |  |
|                           |                |  |  |                                      | APPROVED RETENTION                         |                        |  |  |
| (7) ITEM#                 | (8)            | DESC                                   | RIPTIVE TITLE OF RECORD  | (9) OFFICE                           | (10) RECORDS CENTER                        |                        |  |  |
|                           | e.             |  | - for the construction, alteration or ope<br>ent, storage, or disposal facilities. | ration Permanent                     |  |                        |  |  |
|                           | f.             | Applications for per                   | mits specified in e.   | Permanent                            |  |                        |  |  |
|                           | g.             | Requests for and app                   | provals of permit transfers.   | Permanent                            |  |                        |  |  |
|                           | h.             | Denials or withdrawa                   | ls of solid waste permit applications.   | 10 Years                             |  |                        |  |  |
| *                         | i.             |  | ring - laboratory analytical data pertaining activities at RCRA and Solid Waste    | ng to Permanent                      |  |                        |  |  |
|                           |                |  | g )  |                                      | *  |                        |  |  |
|                           |                |  |  |                                      |  | 7                      |  |  |
|                           |                |  |  |                                      |  |                        |  |  |
| GENCY APPROV              | /AL            | ************************************** | Signature Rentwerd 2/7/94  | APPROVED IPUNE RECORDS Administrator | 5 m B                                      | ATE 2/23/94<br>2/2-124 |  |  |

DISAPPROVED

## STATE OF CONNECTICUT Connecticu tate Library 231 Capitol Ave., Hartford, CT 06106

(1) PAGE: 5 OF \_\_\_\_\_\_

## PUBLIC RECORDS ADMINISTRATION

2-7-94

| (3) NAME OF                                | AGENCY     |   |  | (4) NAME OF DIVISION  |                                |                         |  |  |
|--|------------|---|--|---|--------------------------------|-------------------------|--|--|
| DEPART                                     | rment      | OF ENVIRONMENTA   | L PROTECTION   | WASTE ENGINEER  | RING AND ENFORCEM              | MENT DIVISION           |  |  |
| (5) ("X" One<br>SCHEDUL                    |            | ☐ ORIGINAL  | (If revised, enter previous retention schedule no. here).  | (6) RETENTION SCHEDULE NUMBER   |                                |                         |  |  |
|  |            |   |  | APPRO   | VED RETENTION                  | (11) LEGAL REQUIREMENTS |  |  |
| (7) ITEM#                                  | (8)        | DESCRIPTI   | DESCRIPTIVE TITLE OF RECORD  |   | (9) OFFICE (10) RECORDS CENTER |                         |  |  |
|  | <b>i</b> - | actions (e.g. ord document remed RCRA and Solid  ii. reports by respo documenting gro historical signific  iii. reports by respo soil/groundwate and remediations | ensible parties pertaining to and coundwater monitoring (information of cance).  Insible parties pertaining to r/surface water pollution investigations information of historical significance). | 10 Years from date of formal compliance letter or closure memo.  Permanent/Archival  Permanent/Archival |                                |                         |  |  |
| 21 AGENCY APPRO<br>APPROVED<br>DISAPPROVED | VAL        | SM ZA   | GNATURE AGENCY RIMO AF   | PROVED (Public Records Administrator)   | DO BO                          | 2/23/94                 |  |  |

## RECORT RETENTION SCHEDULE

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# STATE OF CONNECTICUT Connecticut e Library 231 Capitol Ave., Hartford, CT 06106

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## PUBLIC RECORDS ADMINISTRATION

| (3) NAME OF              | AGENCY | (                       | 4  | (4) NAME OF DIVISION  WASTE ENGINEERING AND ENFORCEMENT DIVISION  (6) RETENTION SCHEDULE NUMBER  94-2-3 |                         |             |  |
|--------------------------|--------|-------------------------|--|---|-------------------------|-------------|--|
| DEPART                   | TMEN   | T OF ENVIRONMENT        | AL PROTECTION  |   |                         |             |  |
| (5) ("X" One)<br>SCHEDUL |        | ☐ REVISED               | (If revised, enter previous retention schedule no. here).  |   |                         |             |  |
|                          |        |                         | APPR   | OVED RETENTION  | (11) LEGAL REQUIREMENTS |             |  |
| (7) ITEM#                | (8)    | DESCRI                  | PTIVE TITLE OF RECORD  | (9) OFFICE  | (10) RECORDS CENTER     |             |  |
|                          | k.     |                         | osure Plans - describe procedures to be<br>e parties in closing solid waste, hazardous<br>a-454 facilities.                  | Permanent Archival  | 2 14                    |             |  |
|                          |        |                         | *  | *   |                         | 7           |  |
|                          | 1.     | Approvals - alternative | posal Alternative Technology Application treatment for sterilizing or disinfectiong chemical disinfection, microwave, etc.). | Permanent   |                         |             |  |
| ě                        |        |                         | *  |   |                         | 47          |  |
|                          |        |                         | il y   |   | 8 0                     |             |  |
|                          |        |                         |  |   | 300<br>3                |             |  |
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|                          |        |                         |  |   |                         |             |  |
| AGENCY APPR              |        |                         | SIGNATURE AGENCY RIVIO   | APPROVED (Public Records Administrator)//   | h B                     | DATE 2/22/2 |  |

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#### STATE OF CONNECTICUT Connecticu ate Library 231 Capitol Ave., Hartford, CT 06106

(1) PAGE: 7 OF

## PUBLIC RECORDS ADMINISTRATION

| (3) NAME OF AGENCY   |   | (4) NAME OF DIVISION                                  |                     | <u> </u>                |
|--|---|---|---------------------|-------------------------|
| DEPARTMENT OF ENVIRONMENTAL  | PROTECTION  | WASTE ENGINEER  | RING AND ENFORCEM   | MENT DIVISION           |
| (5) ("X" One) KXORIGINAL (IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII             | f revised, enter previous retention schedule no. here).   | (6) RETENTION SCHEDULE NUMBER  94-2-3                 | 8                   |                         |
|  |   | APPRO   | VED RETENTION       | (11) LEGAL REQUIREMENTS |
| (7) ITEM# (8) DESCRIPTIVE  | TITLE OF RECORD   | (9) OFFICE  | (10) RECORDS CENTER |                         |
|  | hly report detailing proposed ainst regulatory violators and detailing compliance achieved, penalties paid, | 1 Year  |                     |                         |
| 3. Enforcement Orders - original cons<br>Commissioner and Notices of Viola | ent and unilateral orders issued by the tions issued by the Directors.                                      | Permanent/Archival                                    |                     |                         |
|  |   |   |                     |                         |
|  |   |   |                     |                         |
| AGENCY APPROVAL SIGNATI PPROVED SAPPROVED VICTOR                           | THE Agency RIGLO APP<br>TO Wentered 2/7/94  | ROVED (Public Records Administrator) Eunril Ja. D. Bu | Cla Mach Jones DA   | TE<br>2/24/9年           |

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## STATE OF CONNECTICUT Connecticul ate Library 231 Capitol Ave., Hartford, CT 06106

(1) PAGE: 8 OF

PUBLIC RECORDS ADMINISTRATION

| (3) NAME OF   | AGENCY   |   | (4) NAME OF DIVISION  |                     |                         |  |  |
|---------------|--|---|---|---------------------|-------------------------|--|--|
| DEPART        | MENT OF ENVIRONMENTAL  | L PROTECTION  | WASTE ENGINEERING AND ENFORCEMENT DIVISION                  |                     |                         |  |  |
| (5) ("X" One) | · Vancous and resident control of the control of th | (If revised, enter previous retention schedule no. here).                         | (6) RETENTION SCHEDULE NUMBER                               |                     |                         |  |  |
| SCHEDULE      | REVISED  |   | 94-2-3  |                     |                         |  |  |
|               |  |   | APPRO   | OVED RETENTION      | (11) LEGAL REQUIREMENTS |  |  |
| (7) ITEM#     | (8) DESCRIPTIV   | VE TITLE OF RECORD  | (9) OFFICE  | (10) RECORDS CENTER |                         |  |  |
| 4.            |  | document violations of hazardous waste<br>element inspection file information and | Permanent/Archival  |                     |                         |  |  |
|               | Support emorgement agricult.   |   | ,   |                     |                         |  |  |
|               |  |   |   |                     |                         |  |  |
| 5,            | Enforcement Action Summaries,<br>Penalty Calculations  | Coordination Worksheets, and Final  | Permanent   | ."                  |                         |  |  |
| 6.            | negotiations) - financial data is in   | ty or economic benefits derived from  | 5 Years after order or judgement imposing penalty is final. | 2                   |                         |  |  |
|               |  | w   |   | 20                  |                         |  |  |
|               | 191  |   |   |                     |                         |  |  |
|               | 8  | *   |   |                     |                         |  |  |
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| (41)          |  | A 10 0  |   |                     |                         |  |  |
| AGENCY APPROV | SIGN SIGN  | LATURE AGENCY PMLO AP   | PROVED (Public Records Administrator)                       | n. B                | 7/23/94                 |  |  |

# STATE OF CONNECTICUT Connecticut te Library 231 Capitol Ave., Hartford, CT 06106

(1) PAGE: 9 OF

### PUBLIC RECORDS ADMINISTRATION

| (3) NAME OF               | AGENCY                          |   | (4) NAME OF DIVISION                               |                     |                         |  |  |
|---------------------------|---------------------------------|---|--|---------------------|-------------------------|--|--|
| DEPART                    | MENT OF ENVIRONMENT             | AL PROTECTION   | WASTE ENGINEERING AND ENFORCEMENT DIVISION         |                     |                         |  |  |
| (5) ("X" One)<br>SCHEDULE |                                 | (If revised, enter previous retention schedule no. here).   | (6) RETENTION SCHEDULE NUMBE                       | R                   | *                       |  |  |
|                           |                                 |   | APPR   | OVED RETENTION      | (11) LEGAL REQUIREMENTS |  |  |
| (7) ITEM#                 | (8) DESCRIF                     | TIVE TITLE OF RECORD  | (9) OFFICE   | (10) RECORDS CENTER |                         |  |  |
| 7.                        | required to be submitted by reg | nnual and Biennial Reports - reports are gulation and detail a generator's or vities for the given time period.     | Permanent/Archival                                 |                     |                         |  |  |
| 8.                        | Enforcements Logs) - logs com   | red to as Compliance Monitoring and pleted by DEP staff to keep EPA informed nt, permitting and closure activities. | 3 Years  |                     |                         |  |  |
|                           |                                 |   | * .  |                     |                         |  |  |
|                           |                                 |   |  |                     |                         |  |  |
| 9                         |                                 | ð a   |  |                     |                         |  |  |
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|                           |                                 |   |  |                     |                         |  |  |
|                           |                                 |   |  |                     |                         |  |  |
| AGENCY APPROV             | TAL .                           | SIGNATURE AGENCY RYLO<br>Victoria Wentwork 2/7/94   | PPROVED PRUSE Records Administratory  Mand. 21 1 5 | 3 B AMBURITH        | ATE 2/23/94<br>alanton  |  |  |

# STATE OF CONNECTICUT Connecticut S : Library 231 Capitol Ave., Harrord, CT 06106

(1) PAGE: 10 OF 13

## PUBLIC RECORDS ADMINISTRATION

| (3) NAME OF               | AGENCY   |  | (4) NAME OF DIVISION  |                     |                         |  |  |
|---------------------------|--|--|---|---------------------|-------------------------|--|--|
| DEPART                    | MENT OF ENVIRONMENTA   | L PROTECTION   | WASTE ENGINEERING AND ENFORCEMENT DIVISION                          |                     |                         |  |  |
| (5) ("X" One)<br>SCHEDULE | * The state of the | (If revised, enter previous retention schedule no. here).                    | (6) RETENTION SCHEDULE NUMBER  94-2-3                               |                     |                         |  |  |
|                           |  |  | APPRO   | OVED RETENTION      | (11) LEGAL REQUIREMENTS |  |  |
| (7) ITEM#                 | (8) DESCRIPTIV   | VE TITLE OF RECORD   | (9) OFFICE  | (10) RECORDS CENTER |                         |  |  |
| 9.                        | Temporary Identification Numbers them on manifests.  | s Issued to RCRA generators for use by                                       | 30 days after it ceases to be legally valid.                        |                     | 8                       |  |  |
|                           |  | 8  |   | *                   |                         |  |  |
| 10.                       | DEP Approved Town Waste Man-<br>provide short and long term strat<br>needs of the municipality.  | agement Plans - plans (20 year period)<br>egy to meet solid waste management | 20 Years  |                     | ē                       |  |  |
| 11.                       | Proposed Solid Waste Facilities, simplemented) - includes proposal construct resource recovery facili  | s to site solid waste disposal areas,  | 3 Years after submission  |                     | B                       |  |  |
| 12.                       |  | nplaint forms containing allegations of en location (maintained in reverse   | 5 Years   |                     |                         |  |  |
| 13.                       | Hazardous Waste Transporter File   |  |   |                     |                         |  |  |
|                           |  | nly Report Files - monthly reports sporters to document their waste          | Permanent/Archival  |                     |                         |  |  |
|                           |  |  |   |                     |                         |  |  |
|                           |  | *  |   |                     |                         |  |  |
| Approval                  | al signa   | April Agency RMLO APP<br>Abris Wentwood 2/7/94                               | ROVED (Ryblic Records Administrator)  Referred D  Mark Hollower Sta | B DAY DAY           | 2/23/94<br>122/94       |  |  |

## STATE OF CONNECTICUT Connecticu Late Library 231 Capitol Ave., Hartford, CT 06106

(1) PAGE: 11 OF

## PUBLIC RECORDS ADMINISTRATION

(2) DATE 2-7-94

|  |                     | PUBLIC RECORDS ADMINI  | STRATION                                   |                         | 2 , 54         |  |
|--|---------------------|--|--|-------------------------|----------------|--|
| (3) NAME OF AGENCY   |                     |  | (4) NAME OF DIVISION                       |                         |                |  |
| DEPARTMENT OF ENVIRONMENTAL PROTECTION   |                     |  | WASTE ENGINEERING AND ENFORCEMENT DIVISION |                         |                |  |
| (5) ("X" One) 🗵 ORIGINAL (If revised, enter previous retention schedule no. here).  SCHEDULE 🗆 REVISED |                     | 16) RETENTION SCHEDULE NUMBER  94-2-3                                      |  |                         |                |  |
|  |                     | APPROVED RETENTION   |  | (11) LEGAL REQUIREMENTS |                |  |
| 7) ITEM# (8)   | DESCRI              | PTIVE TITLE OF RECORD  | (9) OFFICE                                 | (10) RECORDS CENTER     |                |  |
| b.   |                     | mit Files - permits issued by DEP to ort waste in and through Connecticut. |  |                         | , ,            |  |
|  | i. Pre-1985 Files   |  | Permanent                                  |                         | ~              |  |
|  | ii. Post-1985 Files |  | Permanent                                  |                         |                |  |
|  |                     |  |  |                         |                |  |
|  |                     | *  |  |                         |                |  |
|  | *                   |  |  |                         |                |  |
|  | i e                 | 67   |  |                         |                |  |
|  |                     |  |  |                         | 8              |  |
|  |                     |  |  |                         |                |  |
|  |                     |  |  |                         |                |  |
| ENCY APPROVAL  |                     | SIGNATURE HOOMGY PMID  | PPROVED (PWSIC Records Administrator)      |                         | DATE 7 /2 3/5. |  |

121 AGENCY APPROVAL
WAPPROVED
DISAPPROVED

SIGNATURE HOEMEN RMLO Victoria Wentwood 2/7/92 APPROVED IF APPROVED IT APPROV

# STATE OF CONNECTICUT Connecticu ate Library 231 Capitol Ave., Hartford, CT 06106

1) PAGE: OF

## PUBLIC RECORDS ADMINISTRATION

(2) DATE 2-7-94

| (3) NAME OF               | AGENCY   | (4) NAME OF DIVISION                                     |                     |                         |  |
|---------------------------|--|--|---------------------|-------------------------|--|
| DEPART                    | MENT OF ENVIRONMENTAL PROTECTION   | WASTE ENGINEERING AND ENFORCEMENT DIVISION               |                     |                         |  |
| (5) ("X" One)<br>SCHEDULE |  | 16) RETENTION SCHEDULE NUMBER  94-2-3                    |                     |                         |  |
|                           |  | APPROVED RETENTION                                       |                     | (11) LEGAL REQUIREMENTS |  |
| (7) ITEM#                 | (8) DESCRIPTIVE TITLE OF RECORD  | (9) OFFICE   | (10) RECORDS CENTER |                         |  |
| 14.                       | Bio-Medical Waste Transporter Permit Applications  | 2 Years or upon renewal of permit, whichever is earlier. | 18                  |                         |  |
| 15.                       | Bio-Medical Waste Transporter Generator Lists  | Until superceded by updated generator list.              | 9                   | 2                       |  |
| 16.                       | Bio-Medical Waste Transporter Annual Report - (volumes of wastes hauled and disposed).   | 50 Years   |                     |                         |  |
| 17.                       | Bio-Medical Waste Manifests - tracking forms for waste generators for monthly medical waste disposal (includes generator information, waste volumes, disposal site, etc.).           | 5 Years  | 8                   |                         |  |
| 18.                       | Household Hazardous Waste Collection Plans - plans prepared by towns regarding their household hazardous waste collection days.  | 3 Years  |                     | ~                       |  |
| 19.                       | Financial Assurance Documents - a bond or other surety to cover the cost of properly closing a disposal facility at any time and to cover the cost of post-closure maintenance.      | Until Superceded   |                     |                         |  |
| 20.                       | Liability Insurance Documents - hazardous waste facilities must have such insurance in place (per regulations) for sudden and non-sudden accidental occurrences at their facilities. | Until Superceded   |                     |                         |  |
|                           | SIGNATURE AGOND WILLD  | APPROVED (Pyblije Records Administrator)                 |                     | DATE 9 /2 3 /C          |  |

(12) AGENCY APPROVAL
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DISAPPROVED

SIGNATURE AGENCY RULO
VIOLOGIA WENTELLOTTE 2/7/94

PPROVED (Public Records Administrator)

2/23/94

## STATE OF CONNECTICUT Connecticut ite Library 231 Capitol Ave., Hartford, CT 06106

(1) PAGE: 13 OF 1

## PUBLIC RECORDS ADMINISTRATION

| (3) NAME OF AGENCY  DEPARTMENT OF ENVIRONMENTAL PROTECTION |  |  |           | NAME OF DIVISION                           |            |                         |   |  |
|--|--|--|-----------|--|------------|-------------------------|---|--|
|  |  |  |           | WASTE ENGINEERING AND ENFORCEMENT DIVISION |            |                         |   |  |
| (5) ("X" One)  |  |  | ere). (6) | (6) RETENTION SCHEDULE NUMBER  94-2-3      |            |                         |   |  |
|  |  |  |           | APPROVED RETENTION                         |            | (11) LEGAL REQUIREMENTS |   |  |
| (7) ITEM#  | (8) DESC   | RIPTIVE TITLE OF RECORD  | (9)       | OFFICE                                     | (10) RECOR | DS CENTER               |   |  |
| 21.  | sampling and analytical repo                             | Records - Chain-of-custody records orts for samples collected by DEP investigations and inspections. | and 50    | Years                                      |            | 1                       |   |  |
| 22.  | Evidentiary Records in Haza<br>22a-454 Contested Cases/h | rdous Waste, Solid Waste and Sec<br>Hearing Records.   | tion 20   | Years                                      |            |                         |   |  |
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## RECORDS RESTRICTION SCHEDULE

STATE ( )NNECTICUT Connect. State Library 231 Capitol Ave., Hartford, CT 06106 PUBLIC RECORDS ADMINISTRATION

| (1) PAC | 1 | of 1 |
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|         |   |      |

(2) DATE 7/18/94

| (3) NAME OF AGENCY   |               | Waste Engineering & Enforcement Division  (6) RETENTION SCHEDULE NUMBER  (4) Addendum) |  |                     |                         |  |  |
|--|---------------|--|--|---------------------|-------------------------|--|--|
| Department of Environmental Protection  (5) ("X" One)  |               |  |  |                     |                         |  |  |
| (5) ("X" One) ORIGINAL ORIGINAL SCHEDULE ORIGINAL ORIGINAL SCHEDULE ORIGINAL ORIGINA |               |  |  |                     |                         |  |  |
|  |               | APPROVED RETENTION   | - in J   | r                   |                         |  |  |
| (7) NO.  | (8)           | DESCRIPTIVE TITLE OF RECORD  | (9) OFFICE                                     | (10) RECORDS CENTER | (11) LEGAL REQUIREMENTS |  |  |
|  |               |  |  |                     |                         |  |  |
|  | FIELD NOTES : | Notes made by DEP staff in the field;  | Field notes shall be retain                    | ed                  | ,                       |  |  |
|  | notes are eit | ther handwritten or typed into a portable  | for as long as the formal                      |                     |                         |  |  |
|  | computer. Fi  | ield inspections are made in connection  | reports into which they are                    |                     | 1                       |  |  |
|  | with safety p | problems, review of permit applicant or  | incorporated.                                  |                     |                         |  |  |
|  | permittee ope | erations, citizen complaints, suspicion of   | s* .   |                     |                         |  |  |
|  | environmental | l law violations, and other regulatory   |  |                     | li a                    |  |  |
|  | responsibilit | ties.  | ,  |                     | -                       |  |  |
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| (12) AGE   |               | Educe / Wentwood Jency 7/18/94   | APPROVED (Poblic Records Administrator) po Bul | <del>-</del>        | DATE 7-26-9-1           |  |  |
|  |               | lectorio / Wantenzah idu & 7/18/94   | Mante 24. Jones - Co                           | to a little         | LAMPA DON TOOL          |  |  |